

Facility reports

The role of a facility report is to evaluate the physical and environmental conditions of a selected venue, such as a gallery, museum or arts centre.

Facility reports enable a lending institution to evaluate the venue and the conditions under which borrowed artworks, objects or collection material will be handled, cared for, displayed and stored. It includes an assessment of lighting, climate control, security, and accessibility, amongst other factors.

A current and up-to-date facility report is important if you would like to borrow artwork, objects or other valuable collection material from a cultural institution or collection and helps the lender make decisions regarding the safe keeping of their collection items.

There is no current Australian standard facility report however many lending institutions will accept either the American or UK standard reports or have their own adapted version. It is best to contact the organisation you would like to borrow from well in advance to ensure you have the correct version prepared.

You might also like:

Sample facility report

Australian War Memorial - search for 'facility report'.

<https://www.amagavic.org.au/s/SMCM.pdf>

Sample facility report

National Gallery of Australia - search for 'facility report'.

<https://nga.gov.au/>